

## RESUME



**Arjunatha Reddy V**

Contact: +91-9513218777

E-Mail: arjunath7.reddy@gmail.com

---

Accomplished Assistant manager having more than 7 years of experience in project management, Project Planning, procurement, Order fulfillment, fabrication, execution & installation of Heavy machinery & equipment's with demonstrated leadership abilities, strategic planning expertise and problem-solving acumen. Assists senior managers with accomplishing demanding targets by encouraging staff and coordinating resources.

➤ **Core competencies include...**

- Project management
- Supply chain & Procurement
- Order Fulfillment
- Vendor Management & Contract Negotiation
- Inspections & tests coordination
- Vendor Performance monitoring
- Stake Holders Coordination

### **Executive Summary**

---

- Versatile, enterprising professional with more than 7 years of experience in Project Planning, Execution, order fulfillment, supply chain & procurement, Logistics' management, quality assurance/quality control with reputable organizations in India.
- Proven competence in developing & executing strategies, plans & budgets facilitating achievement of all corporate goals & objectives.
- Planning, scheduling (L1 to L4), initiating, executing, procurement, monitoring and control projects along time and cost parameters by suitable systems / process including ERP, SAP & Excel. Breaking down of activities and to provide the micro plan on daily / weekly basis w.r.t to the daily progress.
- Extensive experience in building & managing a vendor base and procuring a wide range of raw materials, outsourced items, consumables, chemicals, equipment & spares at the best prices & terms assuring availability at the right price, with right quantity & quality at the right place.
- Vast experience in conducting, coordinating and managing the activities associated with purchasing/expediting of materials or equipment on a portfolio of projects or individual projects.
- Defining the work methodology with project manager and to provide detailed engineering plan schedule for fabrication drawings. To provide Master material plan to procurement to enhance material inflow and to avoid any delays in material receipt.

- Capable of sourcing & procurement from Indian & international markets and utilizing strategic procurement tools like alternate source development, import substitution & value engineering to achieve substantial cost savings.
- Skilled in managing of order fulfillment activities by monitoring all stages of execution including vendor documentation approval, Manufacturing clearance, materials, in-process & finished goods through in-house, vendor & 3<sup>rd</sup> party inspections, Logistics coordination & on time delivery.
- Well versed in project execution to deliver continual improvements in performance, productivity & profitability.
- Deft in building & sustaining productive relations with all stakeholders and leading, coaching & motivating cross-functional teams eliciting superior performances.
- Proactive, achievement driven professional with strong work ethic, integrity and excellent communicating, influencing, problem solving, decision making, planning & execution skills.

### **Profile Summary**

<b>Current Company</b>	<b>GENPACT INDIA PVT LTD, BANGALORE</b>
<b>Designation</b>	<b>Order Fulfillment Manager</b>
<b>Duration</b>	<b>October 2022 to Present</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Drive order fulfillment process for selected products which includes entering orders into the systems and working with internal stakeholders to ensure order is fulfilled according to agreed terms. Support/Execute order fulfillment activities such as Stakeholders coordination, planning, data transformation, managing Requested/Final Delivery dates. Accountable for meeting and maintaining defined standards for quality and productivity.</li> <li>• Manage the order status process, including ensuring shipping and delivery information is accurate in company's system. Ensures post purchase order placement updates are complete following PO backlog management process to including tracking, reporting and communication with concern team members along with working suppliers to meet deliveries.</li> <li>• Work closely with the suppliers and other business functions like Engineering, sourcing, quality, warehouse and finance to resolve any material discrepancy and work efficiently to drive Fulfilment to avoid any delays in agreed deliveries.</li> <li>• Develops and manage relationship with suppliers to hold them accountable for meeting shipping and delivery commitments to include system and process improvements at both company and supplier.</li> <li>• Working with warehouse, site &amp; logistics teams including transportation to ensure product is delivered on time. Coordinate with cross functional teams involving multiple manufacturing activities. Risk Assessment &amp; mitigation plans.</li> </ul>

	<ul style="list-style-type: none"> <li>• Conducting internal daily staff meetings to discuss on deliverables progress, identify improvement strategies. Providing timely communication to planners, sales &amp; customer operation teams on order status &amp; problem resolutions.</li> <li>• Serves as a subject matter expert and point of contact for questions related to documents approvals and manufacturing clearance. Proactively communicate issues back to management and follow order management process.</li> <li>• Updating suppliers performance reports, overseeing supplier performance (one time delivery, quality, lead time, planning parameters), conducting periodical performance reviews and resolving issues.</li> <li>• Planning and prioritizing operations to ensure maximum performance with minimum lead time to achieve targets before the deadlines</li> <li>• Lead strategic procurement initiatives including identification &amp; development of alternate vendors for raw materials &amp; accessories including development of Indian sources for imported supplies for achieving cost savings &amp; reduction in supply lead time.</li> </ul>
<b>Previous Company</b>	<b>SPECTRAA TECHNOLOGIES LIMITED, BANGALORE</b>
<b>Designation</b>	<b>Senior Executive Projects</b>
<b>Duration</b>	<b>December 2017 to October 2021 ( 3 years 10 Months )</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assisting overall project aspects of design, build and delivery project by collaborating with internal stakeholders by providing and presenting necessary project information.</li> <li>• Plan, coordinate and facilitate weekly review meeting with design, procurement &amp; manufacturing team to track &amp; complete activities on time.</li> <li>• Creating purchase requisitions based on inputs from engineering specialist and enabling initiation &amp; completion of purchase orders as per standard company procedures.</li> <li>• Monitoring &amp; tracking of materials readiness with suppliers by aligning supplier orders with customer requirements in terms of content, quality, delivery &amp; sustainability. Also overseeing supplier performance &amp; resolving performance issues.</li> <li>• Monitoring purchase order backlogs and conducting regular status reviews and arranging expediting visits to supplier place to ensure the customer on time delivery and close monitoring of urgencies by proactively identifies root causes &amp; losses.</li> <li>• To assist Central Planning - Head in budgeting, revenues &amp; recovery, cost planning &amp; control</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that all aspects of project are organized and in conformance with timeline and deliverable requirement.</li> <li>• Report project risks and outcomes to appropriate management channels and escalate issues according to project work plan</li> <li>• Distribution of monthly reports, presentations, procedures, proposals and general documentation requirements. Liaison with managers and engineers to discuss the progress of the project and address any issue that arise.</li> <li>• Responsible for project invoicing and payment collection from customers. Well versed in Domestic, Export and Import orders</li> </ul>
<b>Previous Company</b>	<b>POWERICA LIMITED</b>
<b>Designation</b>	<b>Project Engineer</b>
<b>Duration</b>	<b>November 2015 to November 2017 ( 2 years )</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluating tenders and providing recommendations for preparing Techno-Commercial offers.</li> <li>• Organize and participate in project kick-off meeting with clients.</li> <li>• Prepare contract technical documentation for procurement services.</li> <li>• Prepare and issue the weekly/monthly progress reports.</li> <li>• Understand fully the key technical and commercial features of the project in order to plan and execute the project in line with approved drawings and documents.</li> <li>• Ensure products are manufactured as per approved drawings.</li> <li>• Carrying out effective client liaison for all projects undertaken.</li> <li>• Man power planning and subcontractor management at site.</li> <li>• Coordinated with vendors for scheduling delivery of bought-out items ensuring just-in-time supplies with optimum stock levels.</li> <li>• Managed supplier relations including negotiation of rates &amp; terms, expediting &amp; monitoring deliveries and resolution of supply &amp; quality issues and vendor evaluation &amp; rating.</li> </ul>

**Computer Skills:**

1. Proficient in Microsoft Office tools.
2. Basic Knowledge in AutoCAD & MS Projects
3. Basic Knowledge in SAP & ERP

**Academic Record:**

Degree/ Examination	Institute/School	Year of passing	Percentage (%)
B.Tech- Mechanical Engineering	Annamacharya Institute of Technology and Sciences, Rajampet	2013	67.5
12 <sup>TH</sup> (INTERMEDIATE)	Narayana Junior College ,Kadapa	2009	89.5
10 <sup>TH</sup> (SSE)	Sri Bapuji High School ,Pulivendula	2007	87

**Personal Information:**

**Permanent Address** : H. No.4, 2<sup>nd</sup> Cross, Ayyappa Layout, Marathahalli, Bangalore 560037

**Gender** : Male

**Date of Birth** : 03<sup>rd</sup> June, 1992

**Blood Group** : O +ve

**Marital Status** : Single

**Languages Known** : Telugu, English, Hindi & Kannada

**Passport** : L1262832(Valid till 28-04-2023)

I, hereby declare that the above details given by me are true to the best of my knowledge.

Place: Bangalore

(Arjunatha Reddy)